



Adams County is recruiting for a full-time Administrative Coordinator/Director of Finance. This individual will be responsible for coordinating all administrative and management functions of county government not otherwise vested by laws in boards or commissions, or in other elected officers pursuant to Wis. Stat. §59.19. Under the supervision of the County Board, this person directs, administers, coordinates, and implements the activities of the County in support of policies, goals, and objectives established by the County Board. This person shall also serve as Chief Financial Officer for the County.

Qualifications necessary: B.A. in public administration, business management, accounting or closely related field; Masters degree preferred. CPA preferred; LLM highly desired. Substantial supervisory experience as an Administrative Coordinator or County Administrator in another County preferred. Minimum five to ten years administrative and management experience in business, industry, multi-function organization or government; Experience in financial management of a large organization required; experience in County or municipal government preferred.

Salary: Negotiable, depending upon experience.

A generous benefit package is offered with Wisconsin Retirement fully paid by the County. Health insurance premium is paid at 85% with statewide and national networks. Life insurance, dental and optical plans are available.

DEADLINE TO APPLY: Submit cover letter, application, resume, and salary requirements by **Friday, November 3, 2006, by Noon**, to the Adams County Personnel Office, P.O. Box 450, Friendship, WI 53934. An application and job description may be obtained at www.co.adams.wi.gov or telephone (608) 339-4267.

ADAMS COUNTY IS AN EOE.

ADAMS COUNTY DOES NOT DISCRIMINATE AGAINST ANY PERSON IN EMPLOYMENT, PROGRAMMING, OR SERVICES BASED ON ANY HANDICAPS.

JOB DESCRIPTION

ADAMS COUNTY, WISCONSIN

JOB TITLE: ADMINISTRATIVE COORDINATOR/DIRECTOR OF FINANCE

STATUS: Full-time, exempt

DEPARTMENT: Administrative Coordinator

SUPERVISOR: County Board

GENERAL DESCRIPTION:

Coordinate all administrative and management functions of county government not otherwise vested by law in boards or commissions, or in other elected officers pursuant to Wis. Stat. §59.19. Under the supervision of the County Board, this person directs, administers, coordinates, and implements the activities of the County in support of policies, goals, and objectives established by the County Board. This person shall also serve as Chief Financial Officer for the County.

JOB DUTIES:

The following duties are illustrative, and the person holding this position may be required to perform other duties of a similar nature or otherwise related to the position.

1. Prepares and presents to the County Board an annual budget and long-range financial plan; submits a capital improvement plan; coordinates the development of department budgets to ensure consistency with the County's overall policies, goals and objectives; prepares and presents reports to the Administrative & Finance Committee, Executive Committee, and to the County Board on a regular basis regarding the County's financial condition.
2. Prepares and presents an Annual Report to the County Board on the condition and activities of the County developed with the advice and input from each department. The Report shall include a long-range forecast of needs.
3. Coordinates the development of the County's capital improvement and related long-term plans. Coordinates implementation of the plan for capital improvements, transportation systems and intergovernmental services.

4. Proposes to the County Board such actions as will contribute to the efficiency, productivity, and overall improvement of County operations. Recommends changes to the County Board and committees in the organization and staffing of departments, including creation, consolidation and elimination of programs and positions. Recommends the determination of county-wide priorities for programs and activities, including economic development
5. Assures that the legislative and related policy directives of the County Board are implemented.
6. Develops and implements a comprehensive grant application and administration program; includes obtaining information, research, reports, and studies for the County Board to make policy decisions. Stay informed on Federal and State grants and mandates affecting County operations.
7. Advises Department Heads concerning County Board policies, directives, and expectations. Facilitates communication among departments, committees, and the County Board by attending all meetings of the County Board, except when excused; attending committee meetings as necessary to provide information; and, acting as liaison between individual County Board members and committees or departments
8. Serves as spokesperson and representative of the County, as directed by the County Board, with other units of government, state and federal officials, other agencies, interest groups, the public and the media. Represents the County's interest at legislative meetings, hearings and other places and events as directed by the County Board.
9. Schedules and chairs regular County Department Head meetings. Receives and reviews department activity reports.
10. Develops and maintains effective community relations, ensuring timely investigation and response to citizen complaints and inquiries.
11. Conducts special projects as directed by the County Board.
12. Reports at least monthly to the Executive Committee significant initiatives, work plans and policy changes.
13. Informs the County Board of Supervisors, on at least a quarterly basis or more frequently as required, of the financial and general condition of the County including the status of individual departments. Makes recommendations for changes and future needs.
14. Oversees the investment and securities and invests surplus funds, in accordance with the County's financial policies. Develops projected cash requirements for

the County to ensure that cash is available when needed according to established practices. Monitors short term cash balances and the investment of such funds to keep the County Board current on the County's short term financial position. Manages the County's long-term debt financing program, obtains the necessary bond underwriting.

15. Executes all lawful contracts on behalf of the County as to matters within his/her jurisdiction, except such as may be otherwise provided by law, ordinance, or resolution by the Board of Supervisors.
16. Prepares reports and make recommendations to the County Board and Committees on matters included within the authority of the office.
17. Recommends to the County Board Chairperson individuals for appointments as citizen members to Boards, Commissions and non-standing Boards and/or Committees.
18. Coordinates with the Personnel Director/Corporation Counsel, supervise and annually evaluate all non-elected Department Heads, including interviewing, hiring, discipline, and termination. Assists Corporation Counsel/Personnel Director on matters pertaining to human resource management and collective bargaining/labor contract negotiations.
19. Identifies needs for new or changed personnel policies. Develops said policies for recommendation to the appropriate home committee.
20. Directs the development, implementation, and administration of Countywide purchasing, records management, printing, and mail systems.
21. Directs the County-wide financial management system, including accounting services, budget and internal controls.
22. Signs all grant applications, federal/state grant awards/contracts and all reports required by federal/state grants.
23. Supervises the preparation and maintenance of the accounting records. Develops, maintains, and consults in the administration of a financial plan for the County, providing for the maintenance of high standards of efficiency and cost-effectiveness. Prepares long-range budget planning.
24. Serves as County Auditor, maintaining the County's official books of account. Serves as Single Audit Liaison for other governmental units. Prepares annual State Financial report and annual County Cost Allocation Plan. Prepares annual closing of Highway Department's books. Manages payroll employees.
25. Performs such other duties as may be required.

REQUIRED QUALIFICATIONS:

1. Bachelor's degree in public administration, business management, accounting or closely related field; Masters degree preferred. CPA preferred; LLM highly desired. Substantial supervisory experience as an Administrative Coordinator or County Administrator in another County preferred.
2. Minimum five to ten years administrative and management experience in business, industry, multifunction organization or government; Experience in financial management of a large organization required; experience in County or municipal government preferred. Must possess a valid driver's license. Must be bondable.
3. Competency and demonstrated experience in development and monitoring of large budgets. Demonstrated grant writing and fund raising experience in the public/non-profit sector.
4. Demonstrated effective oral and written communication skills.
5. Experience in risk management and insurance is desirable.
6. Excellent interpersonal skills. Experience in effective leadership.
7. Ability to conceptualize, evaluate and analyze complex issues.
8. Thorough knowledge of County organization, policies, procedures, rules, regulations and laws governing County government.
9. Knowledge of and significant experience in long-range planning of programs and services, management team development, fiscal management and budget planning. Ability to analyze and interpret statistical data and complete complex cost analysis.
10. Ability to express ideas effectively in oral and written form and to make formal presentations to the County Board, Committees, management, employees and outside groups.
11. Ability to make responsible decisions in accordance with established policies and procedures.
12. Desirable to become a resident of County within six (6) months of completing one year probationary period.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

1. Work indoors in a controlled environment.
2. Work normally performed from a sedentary position. Ability to function primarily in situations encountered in a normal office setting.
3. Activities include frequent verbal and written communication, utilizing phone systems and computer applications and frequently require the application of tact and understanding to resolve conflict or trouble-shoot problem situations.
4. Must have good hand-eye coordination.
5. Ability to operate a variety of office equipment such as computer terminal, computer printer, fax machine, photocopier, and calculator/adding machine.

Exposure to blood borne pathogens is considered low for this position.

APPROVED BY THE COUNTY BOARD OF SUPERVISORS on the _____ day of _____, 2006.
